WebBLAST
National Human Genome Research Institute

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Quick Reference Guide - Setting up WebBLAST

To Setup WebBLAST (see detailed instructions below):
1. Login.
2. Create a project.
3. Add a user.
4. Add a group.
5. Add a user to the group.
6. Assign privileges to the group.
7. View Reports as needed.
8. Reset Passwords as needed.
Note: Only users with the Site-Admin privilege can create a project and reset passwords.

Login:
1. Enter the URL for the WebBLAST CGI in your web browser (for NHGRI users, enter: http://hercules2.nhgri.nih.gov/webblast).
2. Enter your User Name and Password.
3. Select Login.

To Add a User:
1. Login to WebBLAST.
2. Select the Admin link.
3. Select Add User from the Administration Menu.
4. Enter the Full Name, E-mail address, User Name, Password, and the Password again for the new user.
5. Select Add User.

To Add/Remove a User to/from a Group:
1. Login to WebBLAST.
2. Select the Admin link.
3. Select Manage Groups from the Administration Menu.
4. Select the appropriate Project :: Group from the drop-down list.
5. Select Change Group Members from the Action drop-down list.
6. Select Manage Group.
7. Select the users you wish to add to the group from the All Users list and add them to the "Group Name" list by highlighting the name and selecting the right arrow.
8. Select the users you wish to remove from the "Group Name" list by highlighting the name and selecting the left arrow.

To View the Reports:
1. Login to WebBLAST.
2. Select the Admin link.
3. Select Generate Reports from the Administration Menu.
4. Select the appropriate project from the Select Project drop-down list.
5. Select View Report for the Project Report, or select View User Report.
6. To print the report, select the print icon on your web browser.

To Create a Project:
1. Login to WebBLAST.
2. Select the Admin link.
3. Select Create New Project from the Site-Admin Only Options section of the Administration Menu.
4. Enter the Project Name in the Add Project Form.
5. Select Add Project.

To Add a Group:
1. Login to WebBLAST.
2. Select the Admin link.
3. Select Add Group from the Administration Menu.
4. Enter a Group Name and select a Project Name from the drop-down list. The Group Name must be unique to the WebBLAST application.
6. Select Add Group.

To Assign Privileges to a Group:
1. Login to WebBLAST.
2. Select the Admin link.
3. Select Manage Groups from the Administration Menu.
4. Select the appropriate Project :: Group from the drop-down list.
5. Select Change Group Activities from the Action drop-down list.
6. Select Manage Group.
7. Highlight either Admin or View from the Activities list and move the privilege to the Activities in Group list by selecting the right arrow.

Reset Passwords:
1. Login to WebBLAST.
2. Select the Admin link.
3. Select Reset Passwords in the Site-Admin Only Options section of the Administration Menu.
4. Select the User Name from the drop-down list.
5. Enter the New Password and verify the New Password.
6. Select Reset Password.